

**CITY OF WAUKEGAN
REQUEST FOR PROPOSAL (RFP)
MOSQUITO CONTROL PROGRAM**

The proposer for the City of Waukegan ("City") 2018-2020 Mosquito Management Program ("Program") within the City boundaries ("Service Area") shall provide the following services, including equipment and materials, and meet the following requirements:

1. QUALIFICATIONS OF PROPOSERS

The City intends to award the Contract only to a Proposer that furnishes satisfactory evidence that it has the requisite experience, ability, capital, facilities, organization, and staffing to enable it to perform the work successfully and promptly, and to complete the work for the Contract Price and within the Contract Time.

The work includes the inspection of potential breeding areas, application of the EPA approved larvicides when breeding is found at respective site treatment (by hand, power backpack and helicopter), treatment of all street catch basins, manholes and/or inlets, city-wide & special event adult mosquito control applications and adult mosquito surveillance & arbovirus testing.

2. GENERAL REQUIREMENTS

Applications of all insecticides shall be in strict conformance with procedures and application rates approved by the Illinois Department of Agriculture ("IDA") and the United States Environmental Protection Agency (EPA). All aerial operations shall conform to Federal Aviation Authority (FAA) rules and regulations.

A National Pollutant Discharge Elimination System ("NPDES") permit may be necessary for the execution of the work for mosquito control. If required, the Proposer shall prepare and submit the notice of intent (NOI), NPDES permit application, Pesticide Discharge Management Plan, and NPDES annual report and all other requirements of the NPDES permit.

3. LEGAL AND LICENSING REQUIREMENTS

- A. The Proposer must be licensed by the State of Illinois as a commercial mosquito applicator/sprayer and must be in good standing with the State of Illinois and any other applicable regulatory organization as required by local, state and/or federal laws.
- B. If so required by federal or state law, the Proposer must be permitted by the IEPA under the National Pollutant Discharge Elimination System ("NPDES") for pesticide application point source discharges at least thirty (30) days prior to any pesticide application. Proposer shall prepare and submit the annual NPDES permit report, if required, on behalf of the City in accordance with the Pesticide Discharge Management Plan.
- C. The Proposer must employ a minimum of twenty (20) IDA licensed applicators and/or operators and have vehicles located and registered in the state of Illinois, equipped to conduct large scale

mosquito control operations. The Proposer shall submit, in writing, the names, pesticide license numbers and license expiration dates of all IDA licensed applicators and operators for both 2017 (prior season) and 2018 (current season).

The Proposer will be responsible for:

4. INSPECTION AND SURVEILLANCE SERVICES

- A. Potential mosquito breeding areas (est. 950 acres) within the Service Area shall be inspected nine (9) times during the season between May 15th and September 20th. The Proposer shall provide to the City a master larval site list for review.
- B. The Proposer shall supply and maintain in operation a minimum one (1) gravid trap between June 1st and September 30th. The trap will be collected once per week. Trap locations will be determined by the Proposer and City staff based on landowner permission and site feasibility. Testing of all mosquitoes will be conducted using an antigen assay test for presence or absence of viral antigen specific to West Nile Virus in mosquitoes. All positive and negative antigen samples will be confirmed using RT-PCR. The Proposer will be responsible for mailing the samples according to the receiving labs shipping requirements.

5. LARVAL CONTROL

- A. The Proposer shall lavicide site areas, or portions thereof, as required to kill mosquito larvae therein utilizing hand, backpack and helicopter equipment as found breeding during inspections (Section IV.A.).
- B. The Proposer shall apply two (2) larval control treatments to approximately 6,500 on-road catch basins located in the Service Area using a 30-day residual product.
- C. The Proposer shall have the capability to apply, by helicopter to large inaccessible mosquito breeding areas. The Proposer shall provide to the City its FAA Operating Certificate, FAA helicopter registration and airworthiness certificate, and aviation certificate of insurance naming the City as additional insured.

6. ADULT MOSQUITO CONTROL

- A. The Proposer must have available twenty trucks equipped with ultra-low-volume cold aerosol misting ("ULV") application equipment and Illinois licensed applicators and/or operators to operate said vehicles and equipment throughout the season. Within forty-eight (48) hours of request by City, the Proposer must be capable of treating approximately three hundred (300) miles of roadway overnight between the hours of dusk to dawn. All chemicals used shall be approved by the United States Environmental Protection Agency ("USPEA") for use in mosquito control. The Proposer must notify the City prior to all adult mosquito control applications.
- B. The Proposer shall, when so directed by the City, provide up to ten (10) special event truck ULV adult mosquito control services in limited areas for community festivals and gatherings.

7. INSURANCE REQUIREMENTS

Prior to the award of the contract, the Proposer shall provide the City a certificate of insurance. The certificate of insurance shall include the following items or provisions:

- Current date shall be on the insurance certificate.
- Name of the Proposer as the insured Proposer, specific job by name, name of the insurer, number of the policy, its effective date, and its termination date.
- Statement that the insured will mail notice to the City, at least thirty (30) calendar days prior to any material changes in the provisions or cancellation of the policy.
- The City shall be named as additional insureds on the insured Proposer's aviation liability and commercial general liability policies with respect to the operations of the named insured.
- Insurance carriers shall meet a minimum financial A.M. Best and Company rating of no less than – A "Excellent".

Insurance Specifications: The Proposer shall carry all insurance coverage required by law or which would normally be expected for the type of business. At a minimum, the Proposer shall maintain coverage and limits and provide evidence of no less than:

TYPE OF INSURANCE

Commercial General Liability

1. Premises – Operations
2. Explosion & Collapse Hazard
3. Underground Hazard
4. Products/Completed Operations Hazard:
Including products pollution liability
5. Contractual Insurance
6. Broad Form Property Damage:
Construction Projects Only
7. Independent Proposers
8. Personal Injury

MINIMUM INSURANCE COVERAGE

Combined single limit per occurrence
For Bodily Injury, Personal injury, and
Property Damage \$1,000,000.00

General Aggregate \$2,000,000.00

Umbrella/Excess Liability: \$10,000,000 per occurrence/aggregate applicable to workers' compensation and occupational diseases, commercial general liability, and commercial automobile liability.

Business Automobile Liability: Combined single limit per occurrence for bodily injury and property damage - \$1,000,000.00.

Workers' Compensation and Occupational Diseases: Statutory Limits

Employer's Liability per Occurrence: \$1,000,000.00

Pollution Legal Liability: Combined Single Limit per Occurrence: \$10,000,000.00

Required insurance shall be provided at no additional charge to the City.

8. TELEPHONE CITIZEN RESPONSE SYSTEM

The Proposer shall provide a toll-free (800) telephone hotline and call center to receive and respond to complaints and inquiries from Service Area citizens between May 15th to October 1st. The Proposer shall record and follow-up inquiries and attempt, within the limits of its contract, to resolve standing water and mosquito conditions. These services shall be provided at no additional charge to the City. Prior to the award of the contract, the Proposer must provide proof of a functional toll-free phone number that is available to the Service Area citizens.

The Proposer shall maintain a prior notification list thru the hotline for adult mosquito control applications. Residents will be notified the afternoon of any city-wide adult mosquito control applications within their ward.

9. EQUIPMENT REQUIREMENTS

- A. A minimum of twenty (20) truck-mounted ultra-low-volume (ULV) spray applicators shall be available at all times to ensure coverage of the Service Area. The Proposer shall provide to the City proof of ownership of a minimum of twenty (20) vehicles including vehicle identification numbers. These vehicles must be located at an operational center within fifty (50) miles of the City and equipped with variable flow to assure accurate application of insecticide at specified dosage rates per mile.
- B. Vehicles shall be equipped with GPS vehicle monitoring systems, to record vehicle speeds, spray-on and spray-off, and locations activity at all times.
- C. The Proposer shall have available, at all times, a Federal Aviation Agency approved helicopter (FAA 14CFR Part 137) to provide aerial larval control applications.
- D. Any leases for equipment required to meet the Proposer's equipment obligations herein shall be available for review as part of the Proposer's proposal. Such leases must be fully executed; however, they may be conditioned on the award of contract by the Community.
- E. The Proposer shall have available bicycle or vehicles specifically adapted to the treatment, within a two (2) week period, of all street catch basins, manholes and inlets. These vehicles shall be equipped with GPS technology to plot the locations of all treated catch basins.

Proposer shall have available sufficient equipment, to complete efficiently all Program requirements.

10. FACILITY REQUIREMENTS

The Proposer shall have:

- A. Laboratory facilities and equipment adequate for identification of mosquitoes and arbovirus testing activities. Such laboratory shall meet the Biosafety Level 2 (BSL2) Criteria found in Biosafety in Microbiological and Biomedical Laboratory (5th Edition). A laboratory visit and/or review of the Biosafety Manual may be needed to meet compliance of this requirement. The laboratory must be in place at the time of submittal.
- B. Adequate chemicals and chemical storage facilities to main reserves sufficient to provide for interruptions of supplies or emergency control operations; and

- C. A permanent office within 50 miles with sufficient staff to assure ready accessibility and prompt response to the needs of the City; and
- D. The Proposer shall submit with its proposal the information sheet in Exhibit “B” hereof completed with the information required there on the Proposer’s facilities.

Prior to the contract award, a City representative may make a site visit to verify the existence and quality of laboratory and other facilities.

11. PERSONNEL REQUIREMENTS

- A. The Proposer shall be licensed in the State of Illinois as a spray applicator for mosquito control. All pilots, applicators and operators shall be duly licensed as required for their respective duties. Spraying operators shall function under the direction of a licensed spray applicator.
- B. The Proposer shall provide list of 2017 and 2018 IDA licensed employees.
- C. The Proposer shall employ or retain for the term of the contract personnel with degrees in one (1) or more biological sciences who are capable of placing and maintaining surveillance traps and identifying the biota normally collected by said traps. Said personnel shall also be capable of identifying mosquitoes in their immature stages and differentiating them from biota with similar characteristics.
- D. The Proposer shall employ or retain for the term of the contract degreed cartographers on-staff with the capability of preparing and maintaining maps, charts, graphs and other visual aids to describe clearly the geographic, topographic and aquatic features of the City, the prevalence therein of mosquitoes, and the effects of control measures. Historical databases shall be maintained on the larval site activity within all mapped larval sites within the City.
- E. The Proposer shall submit with its proposal the schedule of information, completed with brief resumes of key personnel who will be associated with the implementation of the City’s contract, including the name, years of mosquito control experience, and job function.
- F. The Proposer shall employ a pilot(s) with the minimum flight times listed below and be certified by the Illinois Department of Agriculture Aerial Applicators in (Aerial General Standards) and Mosquito (Mosquito Pest Control Category). Flight time shall be determined from a certified pilot log.
 - a. Total all aircraft – 1000 hours
 - b. Type of aircraft to be used in contract – 500 hours
 - c. Terrain Typical of application area 10 hours
 - d. Weight class to be flown – 100 hours
 - e. Seasons of aerial spraying over forested urban areas – 2 hours
 - f. Seasons licensed in mosquito control – 2 hours

12. MAPPING AND DATABASE REQUIREMENTS

Operational mapping and historical larval site information is a fundamental component of a community mosquito control program. Prior to the contract award, the Proposer shall review to a City representative a full set of operational maps including batch basin maps and truck adult mosquito control spray routes.

The Proposer shall submit a copy of proposed larval site map and ULV route with RFP submittal.

13. RIGHT TO INSPECT

The City reserves the right to inspect and investigate thoroughly the facilities, equipment, business reputation, and other qualifications of the Proposer and to reject any proposal regardless of price if it shall be administratively determined that in the City's sole discretion the Proposer is deficient in any of the essentials necessary to assure acceptable standards of performance. The City reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

14. REFERENCES

List as references a minimum of five (5) Illinois Municipalities or mosquito abatement districts for which the Proposer has performed services of the same scope in the Specifications for the past 3 years (2015, 2016, 2017), including contact person name, telephone number, email and address.

15. RFP SUBMISSIONS

The Proposer must present to the City the following items in RFP for verification of Proposer's capabilities in addition to management plan.

	<u>Yes</u>	<u>No</u>
• National Pollution Discharge Elimination Permit	_____	_____
• Illinois Department of Agriculture Applicators and Operators For 2017 and 2018 (20 minimum)	_____	_____
• Evidence of Insurance/COI to meet minimum amounts	_____	_____
• Toll Free Hotline	_____	_____
• Illinois based Fleet List (20 minimum)	_____	_____
• GPS vehicle tracking system	_____	_____
• Helicopter FAA registrations and operating and air-worthiness certificates	_____	_____
• Location of BioSafety Level 2 Laboratory	_____	_____
• Location and size of chemical storage facility	_____	_____
• Location of permanent office (50 miles of Waukegan)	_____	_____
• Key Employees including Biologist/Cartographer	_____	_____
• Larval site survey map and Truck ULV spray route map	_____	_____
• 5 Illinois references	_____	_____

CITY OF WAUKEGAN
2018-2020 MOSQUITO CONTROL PROGRAM
FACILITY AND EQUIPMENT INFORMATION SHEET

1. Location of BioSafety Level 2 (BSL2) Laboratory (X.A.)
2. Location and size of chemical storage facility (X.B.)
3. Location of Permanent Operations Office (X.C.)

[illegible]

TRUCK	YEAR	MAKE	MODEL	VIN #/SERIAL #

HELICOPTER (ILLINOIS BASED) (IX.C.)

AIRCRAFT #	MAKE	MODEL

CITY OF WAUKEGAN MOSQUITO CONTROL PROGRAM
IDA LICENSED PERSONNEL

[illegible]